



CUSTODIAN
Departmental Open
Exam ID#1TR73

Department(s):	Department of Transportation
Opening Date:	March 30, 2012 8:00 AM
Closing Date:	April 13, 2012 5:00 PM
Salary:	MONTHLY-RANGED-SALARY - \$2,098.00 to \$2,549.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	SPOT Exam Single Selection
Location(s):	Dist 01 Caltrans Eureka Dist 03 Caltrans Marysville Dist 05 Caltrans San Luis Obispo Dist 09 Caltrans Bishop Dist 12 Caltrans Irvine

INTRODUCTION

Candidates may only establish eligibility in one of the above locations. Indicate the location for which you are applying directly under the examination title on your application. Actual testing locations may not be located in all areas. Candidates may be asked to travel to the nearest testing facility at their own expense.

EEO

The Department strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of political affiliation, race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, gender, gender identity, gender expression, age or sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated below may apply for this examination at any time. Once you have taken the examination, you may not reapply for twelve (12) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

FILING INSTRUCTIONS

Applications (STD 678) must be RECEIVED OR POSTMARKED no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

FILE BY MAIL

Department of Transportation
Exam Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036

FILE IN PERSON

Department of Transportation
1727 30th Street, 1st Floor
Sacramento, CA 95816

SPECIAL TESTING ARRANGEMENTS

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

POSITION STATEMENT

Under supervision, to perform janitorial duties in keeping an assigned office, building, or area clean and orderly; may instruct, lead, or supervise inmates, wards, or resident workers; and to do other related work.

ELIGIBLE LIST INFORMATION

A Departmental Open spot eligible list will be established for the Department of Transportation in Districts 1, 3, 5, 9, and 12. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the written test date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications/resumes received without this information will be rejected.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

MINIMUM QUALIFICATIONS

Either I

Six months of experience in the California state service performing the duties of a Service Assistant (Custodian). (Promotional candidates who have completed four months of the required experience will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

Or II

Six months of experience as a Custodian.

EXAMINATION INFORMATION

This examination will consist of a Written Test weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained. .

KNOWLEDGE AND ABILITIES

Knowledge:

1. Basic knowledge of methods, materials, chemicals, disinfectants, and equipment used in custodial work to maintain a clean work environment.
2. Basic knowledge of safety practices in custodial work.

3. General knowledge of policy and procedures for ladder safety, equipment safety, hearing conservation practices, hazard communication, personal protective equipment use, bodily fluid/material cleanup and other subject matter to ensure performance of safe work practices.
4. Basic knowledge of methods, equipment, and cleaning solutions for cleaning and disinfecting toilets, urinals, showers, sinks, partitions, and countertops to sanitize and maintain appearance.
5. Basic knowledge of methods, equipment, and cleaning solutions for washing windows, mirrors, glass partitions, glass doors, and glass walls to remove smudges, fingerprints, dirt and debris.
6. Basic knowledge of methods, equipment, and cleaning solutions for mopping floors to remove stains, dirt, or maintain floor surfaces.
7. General knowledge of the types and uses of personal protective equipment.
8. Basic knowledge of safe body mechanics to lift, push, pull, or otherwise move objects weighing up to 50 pounds.

Abilities:

1. Moderate ability to carry equipment weight up to 10 pounds on back (such as portable vacuum cleaner) with strap around waist for extended periods of time.
2. Basic ability to use and care for custodial equipment and supplies.
3. General ability to follow directions.
4. Basic ability to communicate effectively at a level appropriate to the classification.
5. Moderate ability to understand and follow written and oral instructions given in English.
6. Moderate ability to work independently on assignments without close supervision.
7. General ability to repeatedly bend and stoop to clean assigned areas.
8. Moderate ability to stand for long periods of time in order to perform cleaning tasks.
9. Advanced ability to lift, push, pull, or otherwise move objects weighing up to 50 pounds using safe body mechanics.

Skills:

1. Moderate skill to secure a potentially hazardous area (such as a wet floor, leaking ceiling, etc.) using signs, caution tape, or barricades to prevent injury to other workers or building tenants.
2. General skill to read and understand Material Safety Data Sheets (MSDS) to ascertain information about chemicals encountered on the job.
3. Basic skill to use vacuums, brooms, or mops (dry and wet) to clean floors.
4. Basic skill to read and understand information in English (such as labels, chemicals preparation directions, chemical safety precautions, check-lists, equipment operation instructions, equipment maintenance instructions, notes, memos, policies, procedures, etc.).
5. Basic skill to clean and disinfect toilets, urinals, showers, sinks partitions, and countertops to sanitize and maintain appearance.
6. Basic skill to vacuum carpets, elevators, office furniture, vents, or upholstery to remove dust and debris.
7. Basic skill to mop floors to remove stains, dirt, or maintain floor surfaces.
8. Basic skill to count, add, and subtract whole numbers to prepare chemicals, inventory supplies, and/or replenish supplies.
9. Basic skill to maintain detailed records of work-related activities.

VETERANS PREFERENCE

Veterans' Preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points through the State Personnel Board. Due to changes in the law, effective January 1, 1996, Veterans who have achieved permanent civil service status are not eligible to receive veterans' preference credits.

CAREER CREDITS

Career Credits will not be added to the final score of this examination.

SELECTION PLAN

The written test is scheduled for **June 2, 2012**.

NOTE: If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

ADDITIONAL DESIRABLE QUALIFICATIONS

Willingness to work at night.

CONTACT INFORMATION

For more information regarding this exam, please call receptionist at 916-227-7858.

DISCLAIMER

Please go to the website below to review the official California State Personnel Board class specification:

<http://spb.ca.gov/jobs/resources/jobspecs.htm>

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the testing department three days prior to the written test date if he/she has not received his/her notice to appear.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at www.jobs.ca.gov, State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The testing department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in Open entrance and Open, Non-Promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for and have requested these points by mail. In Open entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows, and widowers of veterans, and spouses

of 100% disabled veterans; and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (STD. Form 1093) which is available at www.spb.ca.gov or from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814 and the Department of Veterans Affairs.

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929